THE COUNCIL FOR TOBACCO RESEARCH—U.S.A., INC.
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LITERATURE RETRIEVAL DIVISION
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MEMORANDUM

October 1, 1981

FOR: All Users

FROM: Rosalie Piscitelli, Manager of Library Services RAP

A few months ago we implemented the first phase of a new procedure for preparing microfilm and microcopy for lower-level processed documents. With this procedure, the microcopy is printed in full-size format on a punch card that is filed in front of the aperture card. The aperture card contains the microfilm copy of only the original article.

Soon we will be using the new procedure to prepare microfilm and microcopy for fully processed documents. As with lower-level processed documents, the microcopy for fully processed documents will be physically separated from the aperture card containing the original article. However, there will be a minor difference in the way in which the microcopy will be prepared for fully processed documents.

The microcopy for a fully processed document will not be printed on a punch card. Instead, an aperture card will be used. The microcopy for a fully processed document will appear on this aperture card in two places - on the card, photoreduced for easy reference, and on the microfilm for production of full-size copies using a reader printer.

Updating and Replacing Microcopy Cards

Because the microcopy for all documents will be physically separated from the original article, it no longer will be necessary to refilm the original article when only the microcopy has to be changed. Microcopy replacement cards will be supplied whenever a document has been updated or corrected. Replacement cards will be yellow, labelled 'Replacement', and dated. A microcopy replacement card should be filed in front of the corresponding aperture card containing the original article. Any superseded version of the microcopy card should be removed from the file and destroyed.

Please remember that the microcopy, whether it is in the form of a punch card (lower-level processed documents) or in the form of an aperture card (fully processed documents), will be replaced if the document is updated or corrected. Both microcopy punch cards and microcopy aperture cards are easy to distinguish because they use letters, instead of numbers, to identify the card sequence.

Please call me or Gloria De Gregori (Manager of User Services) if you have any questions whatsoever.

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